

VIII. INTRA- AND INTERSTATE TRANSFERS (INTERJURISDICTIONALS)

MODULE OUTLINE

1. Standards of Public Health Practice
 2. Intrastate Movement (within Tennessee)
 - a. TB Cases/Suspects
 - b. Persons with TBI
 - c. Contacts
 - d. B-notifications
 3. Interstate Movement
 - a. Out of Tennessee
 - i. TB Cases/Suspects
 - ii. Persons with TBI
 - iii. Contacts
 - iv. B-notifications
 - b. Into Tennessee
 - i. TB Cases/Suspects
 - ii. Persons with TBI
 - iii. Contacts
 - iv. B-notifications
 4. Tools
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1. STANDARDS OF PUBLIC HEALTH PRACTICE

- VIII-1. The regional/metro TB case manager completes appropriate interjurisdictional (IJ) forms in accordance with the process and timeframes in the TTBEF Manual.
- VIII-2. The intrastate transfer process is followed in accordance with the TTBEF Manual.

2. INTRASTATE MOVEMENT (WITHIN TENNESSEE)

Intrastate movement is when a TB case/suspect, person with TBI, close contact or class A/B immigrant or refugee moves within the state of Tennessee. The intrastate transfer process is followed in accordance with this manual (**Standard of Public Health Practice VIII-2**).

Suspected and Confirmed Cases of TB

Responsibilities of the Sending Regional TB Program

1. Contact TTBEF Central Office and have the patient's data transferred in the state surveillance system.

2. Notify the receiving regional TB program that suspected or confirmed case of TB has relocated or is planning to relocate to his/her jurisdiction.
3. Send all medical records to the receiving regional TB program.
4. Close the patient's data in PTBMIS with the appropriate "moved" code.
5. Obtain final follow-up information on the patient.

Responsibilities of the Receiving Regional TB Program

1. Locate the patient and provide necessary continuity of care (e.g., initiation of treatment, continuation of treatment, additional screening and testing, case management, etc.)
2. Open medical record
3. Upon closure:
 - a. Close the patient's data in PTBMIS with the appropriate closure code
 - b. Close the patient's investigation in the state surveillance system
 - c. Provide records back to the sending regional TB program. Forward patient's medical records for TB services received in your region back to the sending regional TB program.

NOTE: The complete medical record on TB cases that move will be maintained by the sending regional TB program.

Persons with TBI

Responsibilities of the Sending Regional TB Program

1. Contact TTBE C.O. and have the patient transferred in the state surveillance system.
2. Notify the receiving regional TB program that the TBI patient has relocated or is planning to relocate to his/her jurisdiction.
3. Send all medical records to the receiving regional TB program.
4. Close the patient's data in PTBMIS with the appropriate "moved" code.

Responsibilities of the Receiving Regional TB Program

1. Locate the patient and provide necessary continuity of care (e.g., initiation of treatment, continuation of treatment, additional screening and testing, etc.)
2. Open medical record
3. Upon closure:
 - a. Close the patient's data in PTBMIS with the appropriate closure code
 - b. Close the patient's investigation in the state surveillance system

NOTE: The complete medical record on TBI cases that move will be maintained by the receiving regional TB program.

Contacts

Responsibilities of the Sending Regional TB Program

1. Notify the receiving regional TB program that a contact has relocated or is planning to relocate to his/her jurisdiction. Advise receiving regional TB program on what follow-up is needed.
2. Send any medical records to the receiving regional TB program.
3. Close the patient's data in PTBMIS with the appropriate "moved" code.
4. Obtain final follow-up information on the contact from the receiving regional TB program jurisdiction. Add follow-up information to contact investigation record.

Responsibilities of the Receiving Regional TB Program

1. Locate the contact and provide necessary continuity of care (e.g., additional screening and testing, initiation of treatment, continuation of treatment, etc.)
2. Open medical record
3. If the contact has been diagnosed with TBI and does not have an investigation in the state surveillance system, open an investigation
4. Upon closure:
 - a. Close the contact in PTBMIS with the appropriate "closure" code
 - b. If the contact has been diagnosed with TBI, close the investigation in the state surveillance system
 - c. Provide records back to the sending jurisdiction. Forward patient's medical records for TB services received in your region back to the sending jurisdiction

NOTE: It is responsibility of the case manager in the sending regional TB program to obtain final information on the evaluation and treatment completion (if applicable) for contacts to a known case in his/her region. This information will be included on the Aggregate Report for Program Evaluation (ARPE).

B-notifications

Responsibilities of the Sending Regional TB Program

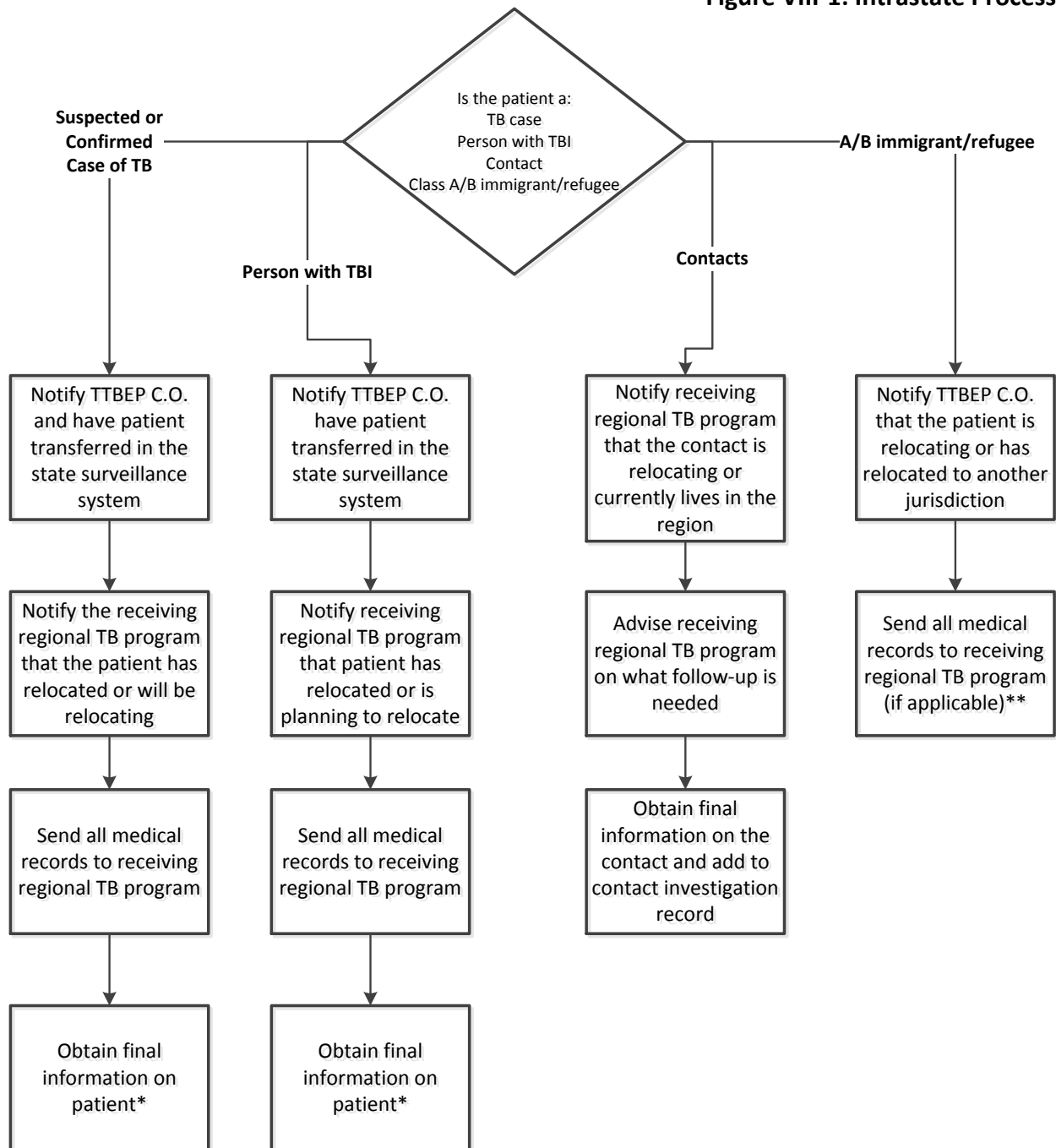
1. Notify TTBE C.O. that a class A/B immigrant/refugee is relocating or has relocated to another jurisdiction within Tennessee
2. Send any medical records to the receiving regional TB program

Responsibilities of the Receiving Regional TB Program

1. Locate the patient and provide necessary continuity of care (e.g., completion of follow-up, initiation of treatment, completion of treatment, case management, etc.).

Figure VIII-1 outlines the intrastate process

Figure VIII-1: Intrastate Process



*Receiving regional TB program will close investigation in state surveillance system

**Receiving regional TB program will send B-notification follow-up worksheets to Central Office

3. INTERSTATE MOVEMENT

Interstate movement is when a TB case/suspect, person with TBI, close contact, or class A/B immigrant/refugee moves out of or into the state of Tennessee. The interstate transfer process is known as the interjurisdictional (IJ) process. The regional/metro TB case manager completes appropriate interjurisdictional (IJ) forms in accordance with the process and timeframes in this manual (**Standard of Public Health Practice VIII-1**).

OUT OF TENNESSEE

Suspected and Confirmed Cases of TB

Responsibilities of Sending Regional TB Program

1. Notify TTBE C.O. nurse consultant.
2. Complete an IJ form, copy medical records and send IJ form and medical records to TTBE C.O.
3. Place a courtesy call to the local jurisdiction in the receiving state. Ask that jurisdiction to call when the person is located.
4. Close patient's data in PTBMIS with the appropriate codes.
5. When final follow-up form is received, obtain medical record from receiving state and close the patient investigation in state surveillance system. The sending regional TB program is responsible for maintaining a complete medical record.

Responsibilities of TTBE Central Office

1. Send IJ form and medical records to receiving state TB program
2. Obtain 30-day and final IJ follow-up forms and return to sending regional TB program in Tennessee

Persons with TBI

Responsibilities of Sending Regional TB Program

1. Complete an IJ form, copy medical records and send IJ form and medical records to TTBE C.O.
2. Place a courtesy call to the local jurisdiction in the receiving state. Ask that jurisdiction to call when the person is located
3. Close patient's data in PTBMIS with the appropriate codes
4. When final follow-up forms are received, close the patient investigation in the state surveillance system

Responsibilities of TTBE Central Office

1. Send IJ form and medical records to receiving state TB program
2. Obtain 30-day and final IJ follow-up forms and return to sending regional TB program in Tennessee

Contacts

Responsibilities of the Sending Regional TB Program

1. Complete IJ form, copy medical record (if applicable) and send to TTBE C.O
2. Place a courtesy call to the local jurisdiction in the receiving state. Ask that jurisdiction to call when the person is located
3. When final follow-up forms are received, add information to contact investigation record

Responsibilities of TTBE Central Office

1. Send IJ form and medical records to receiving state TB program
2. Obtain 30-day and final IJ follow-up forms and return to sending regional TB program in Tennessee

B-notifications

Responsibilities of the Sending Regional TB Program

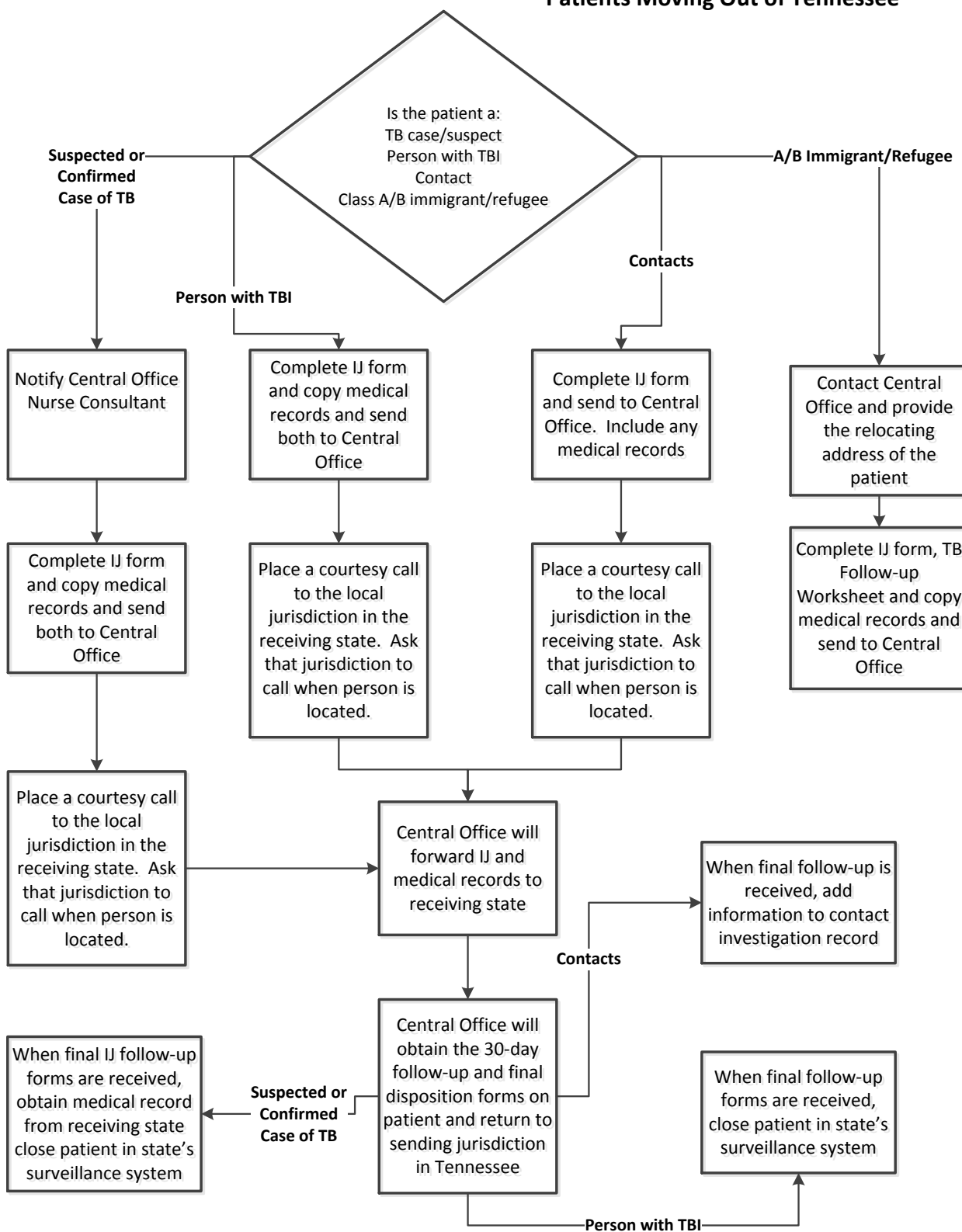
1. Contact TTBE C.O. and provide the relocating address
2. If evaluation has been initiated, complete an IJ form and send with medical records to the C.O.
3. If patient has not been located or no evaluation has been started, no IJ for is necessary

Responsibilities of TTBE Central Office

1. Send IJ form and medical records to receiving state TB Program or EDN contact
2. Transfer the immigrant/refugee in the EDN system

Figure VIII-2 diagrams the IJ process for persons moving out of Tennessee

Figure VIII-2: IJ Process for Patients Moving Out of Tennessee



INTO TENNESSEE

Suspected and Confirmed Cases of TB

Responsibilities of the Receiving Regional/Metro TB Program

1. Notify TTBE C.O. nurse consultant if notification did not come from TTBE C.O. (send a copy of the IJ to the C.O.)
2. Locate the patient and provide necessary follow-up of patient
3. Enter the patient's data in the state surveillance system
4. Complete the 30-day follow-up IJ form and final follow-up IJ form
5. Send the 30-day follow up form and final follow-up form to TTBE C.O.
6. Close patient's investigation in state surveillance system

NOTE: The follow-up IJ form should be completed even if the person was not located in Tennessee.

Responsibilities of TTBE Central Office

1. Notify receiving regional TB program
2. Forward IJ form from other state to receiving regional TB program
3. Send the 30-day follow-up IJ form and final follow-up IJ form to sending state when received

Persons with TBI

Responsibilities of Receiving Regional/Metro TB Program

1. Locate the patient and provide necessary follow-up of patient
2. Complete the 30-day follow-up IJ form and the final follow-up IJ form
3. Send the 30-day follow-up IJ form and final follow-up IJ form to TTBE C.O.

Responsibilities of TTBE Central Office

1. Notify receiving regional TB program
2. Forward IJ form from other state to receiving regional TB program
3. Send the 30-day follow-up IJ form and final follow-up IJ form to sending state when received

NOTE: The follow-up IJ form should be completed even if the person was not located in Tennessee.

Contacts

Responsibilities of the Receiving Regional TB Program

1. Locate the patient and provide necessary follow-up of patient
2. Complete the 30-day follow-up IJ form and the final follow-up IJ form
3. Send the 30-day follow-up IJ form and the final follow-up IJ form to TTBEPC.O.

Responsibilities of TTBEPCentral Office

1. Notify receiving regional TB program
2. Forward IJ form from other state to receiving regional TB program
3. Send the 30-day follow-up IJ form and final follow-up IJ form to sending state when received

NOTE: The follow-up IJ form should be completed even if the person was not located in Tennessee.

B-notifications

Responsibilities of the Receiving Regional TB Program

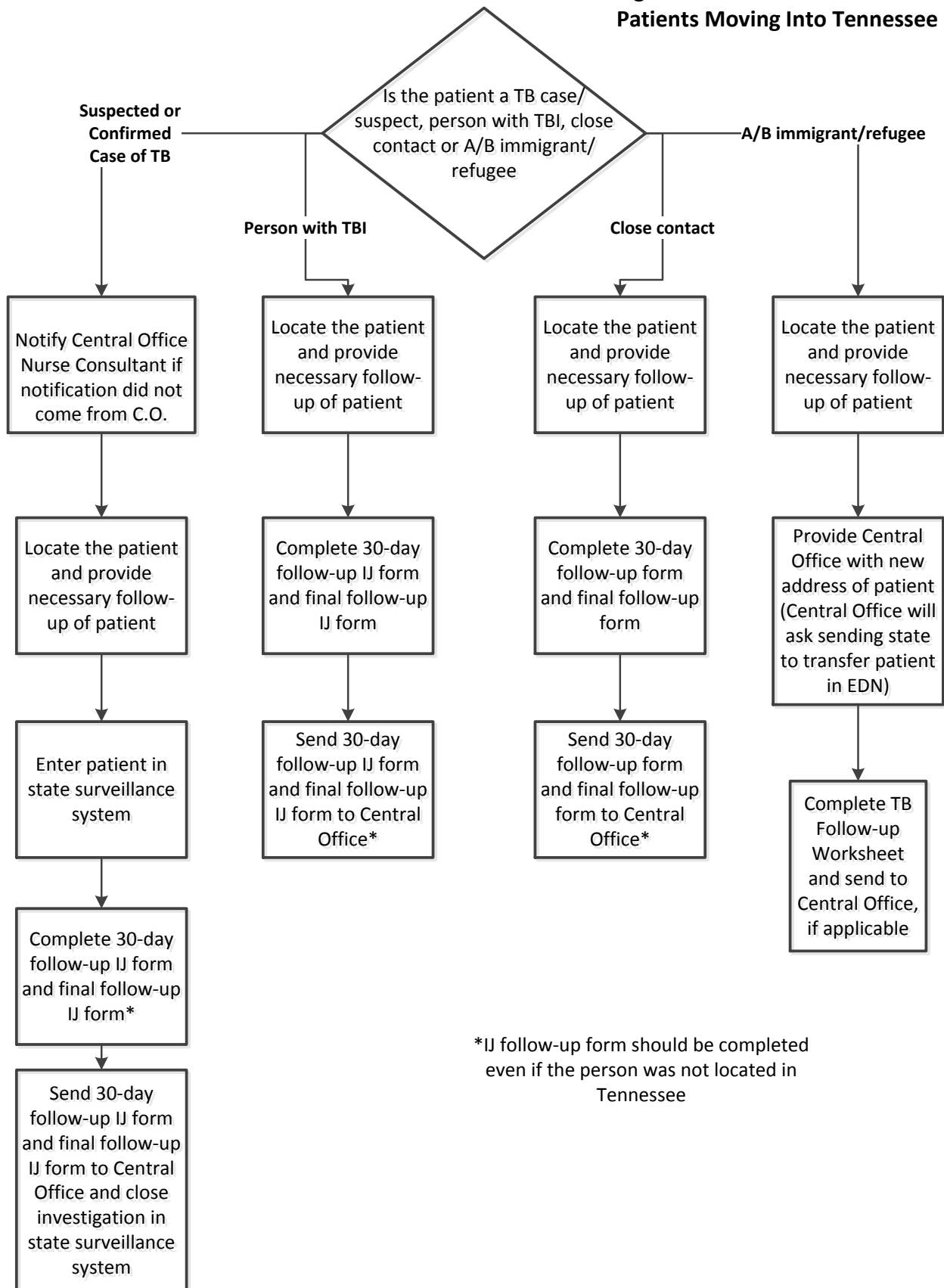
1. Locate the patient and provide the necessary follow-up of patient
2. Provide TTBEPC.O. with the new address of the patient if TTBEPC.O. did not previously send
3. Complete the TB Follow-up Worksheet and send to TTBEPC.O., if applicable (sending state may have already completed the evaluation that may or may not include treatment completion).

Responsibilities of TTBEPCentral Office

1. Ask the sending state to transfer the patient in the EDN system
2. Send all EDN paperwork to receiving regional TB program in Tennessee

Figure VIII-3 diagrams the IJ process for persons moving into Tennessee.

Figure VIII-3: IJ Process for Patients Moving Into Tennessee



4. **TOOLS**

VIII -1 Interjurisdictional protocol

http://tbcontrollers.org/docs/IJ_Instructions.pdf

VIII – 2 Interjurisdictional tuberculosis notification form

http://tbcontrollers.org/docs/IJ_Form_Page1.pdf

VIII – 3 Interjurisdictional follow-up form

http://tbcontrollers.org/docs/IJ_Form_Page2_Followup.pdf